



## Virtual One Stop (VOS) Bulletin

Prepared by: DES Employment Administration

**Effective Date:** January 27, 2004

**Bulletin Number:** #01-04

**Reference:** VOS WIA Basic and Refresher Training Dates

### **BACKGROUND**

The Virtual One Stop (VOS) System is a multi-faceted organizational software application. Utilizing a data-driven process, this organizational/management tool gathers information allowing case managers to have case information easily accessible within minutes. Training is available through the "Basic WIA Program Two-day Training" or through the "Refresher WIA Program One-day Training".

The VOS WIA module became available to users on January 2, 2004, with expectations that the Labor Exchange module will begin in July 2004. Other modules are under consideration as expansions to the Arizona Virtual One Stop System.

The Basic WIA Program Two-day System Training began in November 2003 and will continue into February 2004. Also in November and December, training was provided for System Administrators and on the Individual Fund Tracking (IFT) process, which is a fiscal process. This training will continue into February. The Refresher WIA Program One-day System Training will begin in February and will continue into March. Preparations are underway for Labor Exchange System Training to begin prior to implementation of that program.

### **TRAINING DATES**

Basic WIA Two-day VOS System Training is designed for individuals who will utilize VOS in their work assignments and have little or no prior experience with the system. All training materials will be provided. The training will be at the Jobs Program training site, 1500 E. Thomas Road, Suite 107, Phoenix. A map is attached.

- February 3 & 4, 2004
- February 5 & 6, 2004

One-day WIA VOS System Refresher Training is for individuals who are familiar with the VOS system, but would like to enhance their knowledge and skill level. Trainees are requested to bring their VOS System Users Manual to the training. A limited number of manuals will be available at the training site.

- February 10, 11, 12, & 13, 1500 E. Thomas Rd. Suite 107, Phoenix
- February 24, 25 & 26, 1500 E. Thomas Rd. Suite 107, Phoenix
- February 24, 25 & 26, 3000 E. Valencia, #150, Tucson

The VOS training staff continues to explore alternative sites for training. When additional dates and locations are identified, more information will be provided in a future VOS Bulletin.

One-day WIA System Administrator Training is for staff responsible for assigning staff system-user privileges. They must receive the appropriate training before they receive System Administrator privileges.

- February 17 & 18, 1924 E. University, Phoenix

One-day WIA IFT System Training for staff responsible for WIA fiscal management in the VOS system.

- February 19 & 20, 1924 E. University, Phoenix

### **ACTION REQUIRED**

To reserve a training slot, please contact:

George Geraci  
Employment Administration, WIA  
602.542.2472  
[George.geraci@mail.de.state.az.us](mailto:George.geraci@mail.de.state.az.us)

Seating is limited to 15 per session. Training will be provided at two Phoenix locations and in Tucson. All training sessions will run from 8:30 a.m. until 4:30 p.m.

**DIRECT INQUIRIES TO**

For further information regarding the Virtual One Stop System (VOS) and implementation of future programs, contact:

Mr. Tom Orler, VOS Program Manager  
602.542.0568  
[Torler@mail.de.state.az.us](mailto:Torler@mail.de.state.az.us)

Inquiries regarding VOS training may be directed to:

Ms. JoAnn Ortega, VOS Training Coordinator  
602.542.0755  
[Joannortega@mail.de.state.az.us](mailto:Joannortega@mail.de.state.az.us)

Thank you for your cooperation.

1500 E. Thomas Road, Suite 108  
Phoenix



Jobs  
Program  
Training  
Facility

Parking Area.

1500 E Thomas Rd.

107

**Juan's**  
Restaurant

**AM/PM**

Thomas Rd.

Park in back and walk  
around building to  
enter off street side.  
Other DES offices are  
in complex but may  
not know where suite  
107 is located.

16<sup>th</sup> Street